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ABSTRACT

Intended as a self-help tool for University of Kentucky students to use in familiarizing themselves with the M.I. King Library, the guide presents basic aspects of library usage that could be beneficial to others. This unit (the first of three) explains the divided catalog system, identifies and defines the role of the various parts of the catalog card, and provides the basic filing rules to help the user in locating materials. Examples of catalog cards and excerpts from the Library of Congress Subject Headings are liberally used to illustrate specific points. The major categories of the Dewey Decimal Classification System are defined, and a cross-sectional picture of the building shows where each of the ten classes of materials is stored. Each section of the guide concludes with questions that force the reader to review the information covered, with answers given at the end of the unit. (JD)

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THE TAMING OF THE DINOSAUR:

A KEY TO LIBRARY RESOURCES

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Nancy L. Baker

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

UNIT 1...THE CARD CATALOG LOCATING BOOKS

IR006464

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HUMANITIES AND THE OFFICE OF THE PRESIDENT
OF THE UNIVERSITY OF KENTUCKY.

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Rhubarb was first shipped from London to Philadelphia in 1770 by Ben Franklin.

I INTRODUCTION

We of the twentieth century find ourselves trying to cope with an accumulative body of knowledge that is expanding at an exponential rate. Libraries are faced with the arduous task of storing vast amounts of information on the one hand, and making it readily available to users on the other. The result, in the eyes of the bystander, is to view libraries as twentieth century dinosaurs whose complex ways are unfathomable. Large academic libraries which serve a research community do indeed appear prodigious. However there are keys and methods to the madness; an understanding of these will tame the dinosaur.

The method employed by libraries in storing information is, ideally, one of systematic logic. The user who wishes to find something in this huge stockpile should approach it the same way: systematically and logically. By developing a basic research strategy and applying certain principles of library usage, the novice researcher will be amazed at the doorways that are opened.

The major portion of the time involved in term paper writing is absorbed by searching for the material. Once the data has been collected it is then a matter of presenting it along with any conclusions to which it

points. An understanding of how to find items within the library and of how to find out what material is available is the key. In this way time will be saved in retrieving the material AND the material retrieved will be more relevant to the user's needs.

This program is designed to familiarize you with the major functional aspects of the M.I. King Library. You will undoubtedly find these points useful as your college career develops and your library usage increases. In offering you a means to this end we have tried to be systematic in our approach. We have begun at the beginning and worked our way through sources of information available to you. Our method is to present information and then ask questions about it so that you can judge for yourself whether you feel competent in a given area. The package begins with some preliminary questions that will point out where your weaknesses may lie. It concludes with questions that will determine if these weaknesses have been corrected. As your own questions arise do not hesitate to ask them. You are the one who stands to benefit. The library exists to serve you; we are merely trying to open its doors.

The primary means of locating materials within the library is the card catalog. The card catalog is an alphabetical listing of the books, periodicals, newspapers, microforms, and records held by the university libraries. It functions as the basic tool for discovering what materials the library has and where to locate them within the library system. For each book there are always two and usually three or more cards, listing its author, its title and its subject. Author cards and title cards are filed alphabetically in the author/title catalog, and subject cards are filed alphabetically in the subject catalog.

The odds of getting a perfect bridge hand are 158,753,389,899 to 1.

10

SUBJECT CARDS

TITLE CARD

AUTHOR CARD

330.973
B5598n

U. S. - Economic policy - 1961-

Black, Angus.
A new radical's guide to economic reality. [1st ed.] New York, Holt, Rinehart and Winston [1971]

U. S. - Economic conditions - 1961-

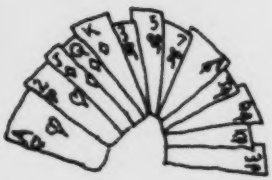
Black, Angus.
A new radical's guide to economic reality. [1st ed.] New York, Holt, Rinehart and Winston [1971]

A new radical's guide to economic reality.

Black, Angus.
A new radical's guide to economic reality. [1st ed.] New York, Holt, Rinehart and Winston [1971]

ix, 114 p. 22 cm. $4.95

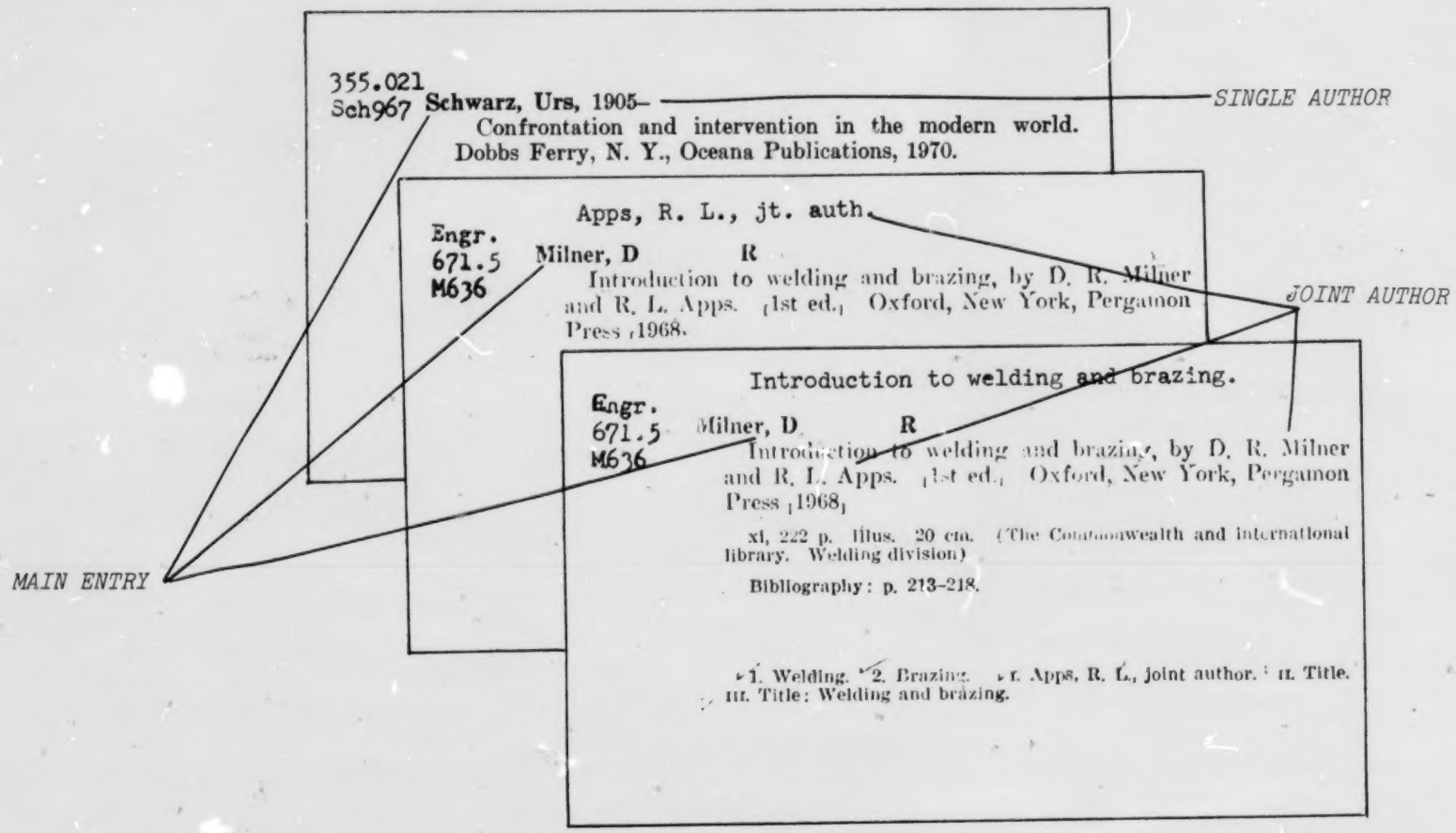
1970 ed. published under title: A radical's guide to economic reality.



Erle Stanley Gardner, creator of Perry Mason, dictated up to 10,000 words per day, and worked on up to seven novels simultaneously.

The cards in these card catalogs provide the user with standardized information that goes beyond that which is necessary simply to locate a book. The standard card begins with boldface lettering that is called the main entry. Usually, this is the author's name, written in full and followed by birth and death dates when available. A book may have joint authors, in which case one is singled out for main entry use and the others are mentioned elsewhere on the card. Additional cards are filed under the other authors' names.

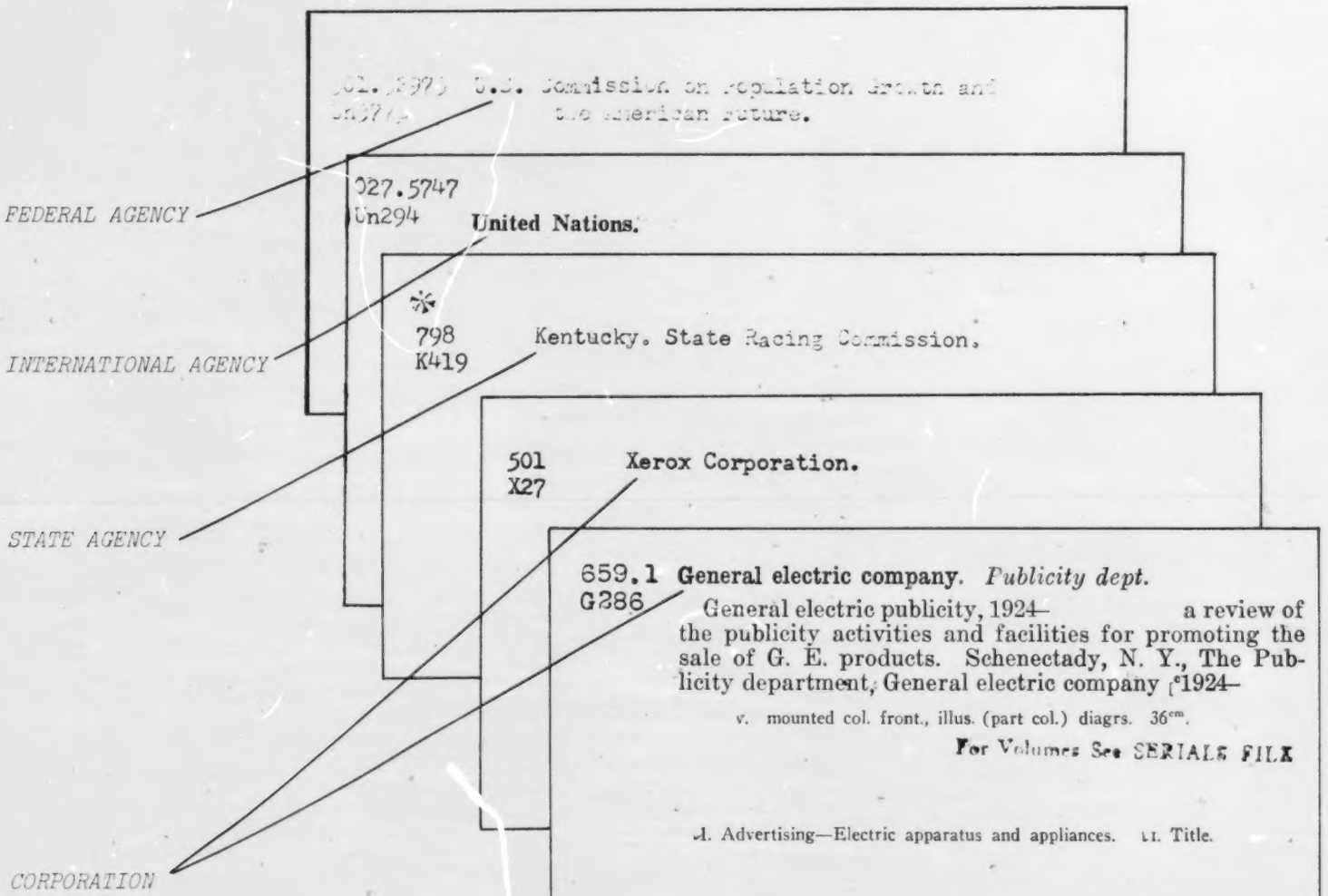
12


355.021
Sch967 Schwarz, Urs, 1905–
Confrontation and intervention in the modern world.
Dobbs Ferry, N. Y., Oceana Publications, 1970.
SINGLE AUTHOR
Apps, R. L., jt. auth.
Engr.
671.5
M636 Milner, D R
Introduction to welding and brazing, by D. R. Milner and R. L. Apps. [1st ed.] Oxford, New York, Pergamon Press [1968.
JOINT AUTHOR
Introduction to welding and brazing.
Engr.
671.5 Milner, D R
M636
Introduction to welding and brazing, by D. R. Milner and R. L. Apps. [1st ed.] Oxford, New York, Pergamon Press [1968]
xi, 222 p. illus. 20 cm. (The Commonwealth and international library. Welding division)
Bibliography: p. 213–218.
1. Welding. 2. Brazing. I. Apps, R. L., joint author. II. Title.
III. Title: Welding and brazing.
MAIN ENTRY

13

14

The author may not necessarily be an individual. For example, authorship can be assigned to a federal agency, an international agency, a state agency, or to a corporation.


FEDERAL AGENCY
INTERNATIONAL AGENCY
STATE AGENCY
CORPORATION
027.5747
Un294
United Nations.
798
K419
Kentucky. State Racing Commission.
501
X27
Xerox Corporation.
659.1 General electric company. Publicity dept.
G286
General electric publicity, 1924– a review of the publicity activities and facilities for promoting the sale of G. E. products. Schenectady, N. Y., The Publicity department, General electric company [1924–
v. mounted col. front., illus. (part col.) diagrs. 36cm.
For Volumes See SERIALS FILE
1. Advertising—Electric apparatus and appliances. II. Title.

15

16

Questions:

1. What are the two card catalogs called?

   _____

   _____

2. What is the difference between the two card catalogs?

   _____

   _____

3. There are usually three cards for each book. What are these cards called?

   _____

   _____

   _____

4. The author of a book may not be an individual. List 3 author entries that are not.

   _____

   _____

   _____

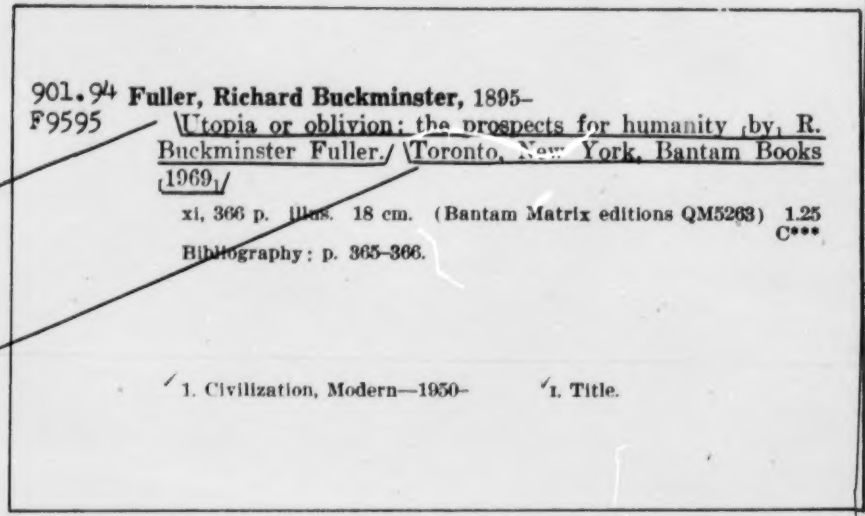
(answers to questions on page 42)

II PARTS OF THE CATALOG CARD

Following the main entry is the body of the card. Included in the body is the title statement and a repeat of the author's name, along with that of any collaborator.

The next bit of information is the imprint. This is the publication information, including place of publication, publisher and date. The importance of the author entry, title statement and imprint is that they provide the user with the necessary information for listing the book in a bibliography or a footnote for a term paper.

In 1970 Tony Bellus played an electric accordian fifty hours at a Holiday Inn in Oakbrook Terrace Illinois



901.94 **Fuller, Richard Buckminster,** 1895–
F9595 \Utopia or oblivion: the prospects for humanity [by, R. Buckminster Fuller./ \Toronto, New York, Bantam Books [1969]/

xi, 366 p. illus. 18 cm. (Bantam Matrix editions QM5263) 1.25 C***

Bibliography: p. 365-366.

1. Civilization, Modern—1950- I. Title.

TITLE STATEMENT AND AUTHOR

IMPRINT

PLACE:
TORONTO and NEW YORK
PUBLISHER:
BANTAM BOOKS
DATE OF PUBLICATION:
1969

Under the imprint and slightly indented is found some descriptive information. This includes a physical description of the book in terms of number of pages and size. The number of pages in a book can give the user some clue as to its coverage. For example, a book having 150 pages entitled a HISTORY OF WESTERN CIVILIZATION could not be very comprehensive.

Other information given in the example are the abbreviations, illus. and facsim., and the word, map. The abbreviations stand for illustrations and facsimiles. Facsimiles are exact reproductions of certain documents. The book indicated on the card contains facsimiles of some of the documents that have the original ideas of inventor-philosopher Fuller.

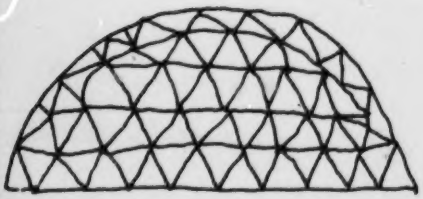
Also in the example is a statement that a bibliography is included in the book. If researchers were writing about some aspect of Fuller's life or about some of his inventions, the indication that a bibliography is included would provide them with additional sources of information.

Arch.
081 **Fuller, Richard Buckminster,** 1895–
F959b The Buckminister Fuller reader; edited and introduced by James Meller. London, Cape, 1970.

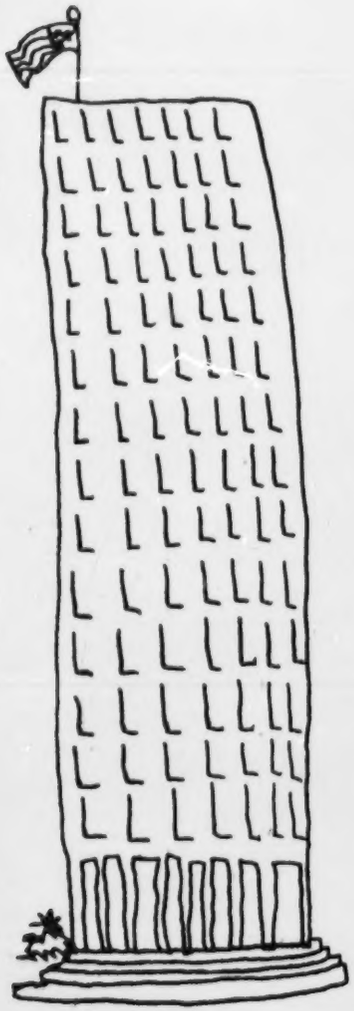
383 p., 16 plates. illus., facsim., map. 23 cm. 48/- B 70-04463

Bibliography: p. 371–373.

DESCRIPTIVE NOTES



22



This descriptive portion of the card can be quite lengthy. An examination of this section will sometimes save the user the time involved in tracking down specific volumes. In the example, the complete contents of the book are listed. This information may be enough to allow users to decide if the book is suited to their needs, without leaving the card catalog.

the tallest library is the University of Massachusetts Library, with 28 stories

NOTES ON THIS BOOK ARE LENGTHY ENOUGH TO FILL TWO CARDS. A DESCRIPTION IS FIRST. BIBLIOGRAPHIES ARE NOTED 2ND AND FINALLY, SINCE IT IS A COMPILATION, THE CONTENTS ARE LISTED

599.8
N73

The **Non-human** primates and human evolution. 1955. (Card 2)

CONTENTS—Continued.

apes and men, by G. E. Erikson.—Primate evolution from the viewpoint of comparative anatomy, by D. D. Davis.—A comparative functional analysis of primate skulls by the split-line technique, by N. C. Tappen.—Metric and morphologic variations in the dentition of the Liberian chimpanzee; comparisons with anthropoid and human dentitions, by E. L. Schuman and C. L. Brace.—Tentative generalizations on the grouping behavior of non-human primates, by C. R. Carpenter.—Problems of mental evolution in the primates, by H. W. Nissen.—The cultural capacity of chimpanzee, by K. J. Hayes and C. Hayes.—Closing remarks, by W. L. Straus, Jr.

599.8
N73

The **Non-human** primates and human evolution. Arr. by James A. Gavan. In memory of Earnest Albert Hooton, 1887–1954. Detroit, Wayne University Press, 1957 c1955.

134 p. illus., port., map, tables. 25 cm.

These papers were first presented as a symposium at the annual meeting of the American Association for the Advancement of Science, Boston, Dec. 27, 1953. They were published in the Sept. 1954 issue of Human biology.

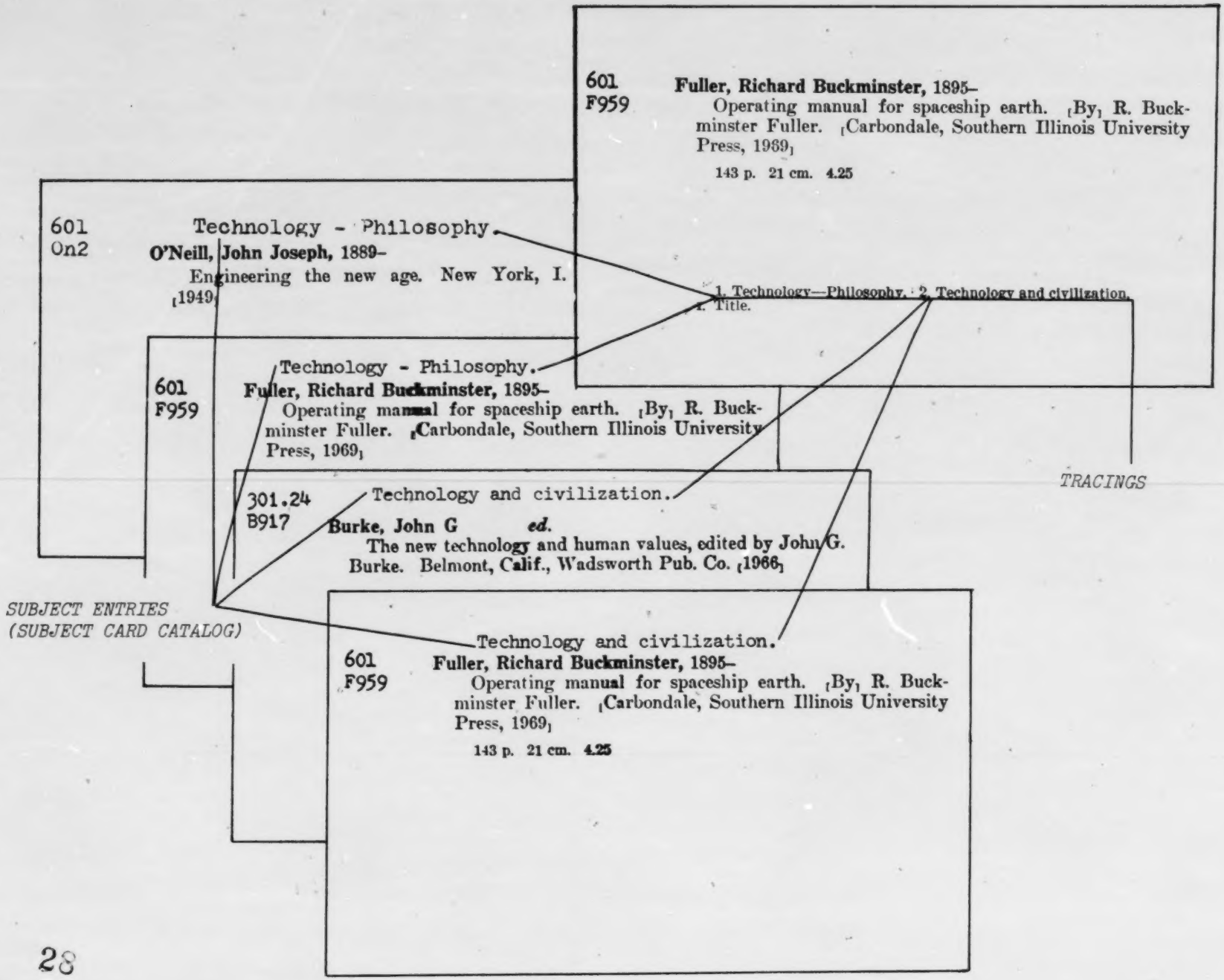
Includes bibliographies.

CONTENTS. — A dedication, by J. A. Gavan. — The importance of primate studies in anthropology, by E. Hooton.—Fossil primates in the New World, by G. L. Jepsen.—The geologic history of non-hominid primates in the Old World, by B. Patterson.—Comparative anatomy of New World primates and its bearing on the phylogeny of anthropoid

(Continued on next card)

A library book checked out in 1823 was returned in 1968 by the borrower's great grandson. The fine, $22,646, was waived.

The final section is referred to as the tracings. Tracings serve two functions. The first function, indicated by Arabic numbers, is to refer to specific headings in the subject catalog. By searching these headings in the subject catalog additional books on the same or related topics may be found.

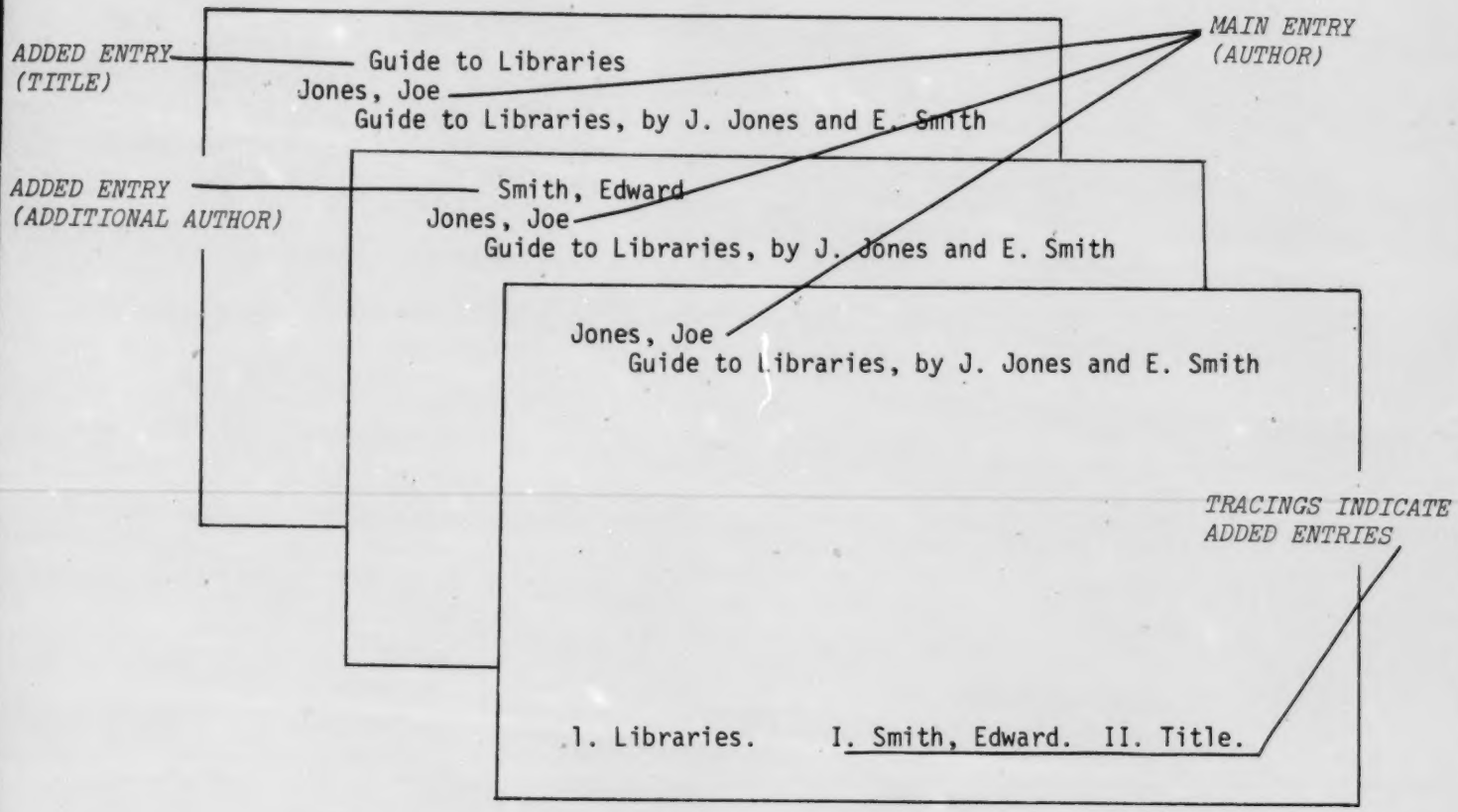

601
F959
Fuller, Richard Buckminster, 1895–
Operating manual for spaceship earth. [By] R. Buckminster Fuller. [Carbondale, Southern Illinois University Press, 1969]
143 p. 21 cm. 4.25
1. Technology—Philosophy. 2. Technology and civilization. I. Title.
601
On2
Technology - Philosophy.
O'Neill, John Joseph, 1889–
Engineering the new age. New York, I. [1949]
Technology - Philosophy.
601
F959
Fuller, Richard Buckminster, 1895–
Operating manual for spaceship earth. [By] R. Buckminster Fuller. [Carbondale, Southern Illinois University Press, 1969]
TRACINGS
301.24
B917
Technology and civilization.
Burke, John G ed.
The new technology and human values, edited by John G. Burke. Belmont, Calif., Wadsworth Pub. Co. [1966]
SUBJECT ENTRIES
(SUBJECT CARD CATALOG)
Technology and civilization.
601
F959
Fuller, Richard Buckminster, 1895–
Operating manual for spaceship earth. [By] R. Buckminster Fuller. [Carbondale, Southern Illinois University Press, 1969]
143 p. 21 cm. 4.25

28

29

The second function of the tracings, indicated by Roman numerals, is to refer to additional cards for the same book which are filed in the author/title catalog. For example, a book by Joe Jones and Edward Smith entitled GUIDE TO LIBRARIES would be filed in three separate locations in the author/title catalog. The main entry would appear under Jones, Joe. Added entries would be listed under Smith, Edward and the title, GUIDE TO LIBRARIES. These added entries are pointed out in the tracings and indicated by Roman numerals.

Ideally, a person who knew either the authors' names or the title would be able to find the book in the author/title catalog by looking up any one of them. When the book is listed in a bibliography or as a footnote, however, the author used as the main entry should be the one mentioned first in the citation.



There are 488 Jones' in the Lexington phone book.

Questions:

5. What immediately follows the main entry?

_____

6. What three items of information does the imprint give you?

_____

_____

_____

7. The descriptive section of the catalog card can provide useful information. What are two items that might be of help?

_____

_____

8. What do tracings preceded by an Arabic number indicate?

_____

9. What do tracings preceded by Roman numerals indicate?

_____

(answers to questions on page 42)

The final item of information, located in the upper left hand corner of the catalog card, is the call number.

THE CALL NUMBER ARRANGES BOOKS ON THE SHELF BY SUBJECT AND PROVIDES A MEANS OF LOCATING THEM

671.5
M636

Milner, D R

Introduction to welding and brazing, by D. R. Milner and R. L. Apps. [1st ed.] Oxford, New York, Pergamon Press [1968]

xi, 222 p. illus. 20 cm. (The Commonwealth and international library. Welding division)

Bibliography: p. 213–218.

1. Welding. 2. Brazing. I. Apps, R. L., joint author. II. Title. III. Title: Welding and brazing.

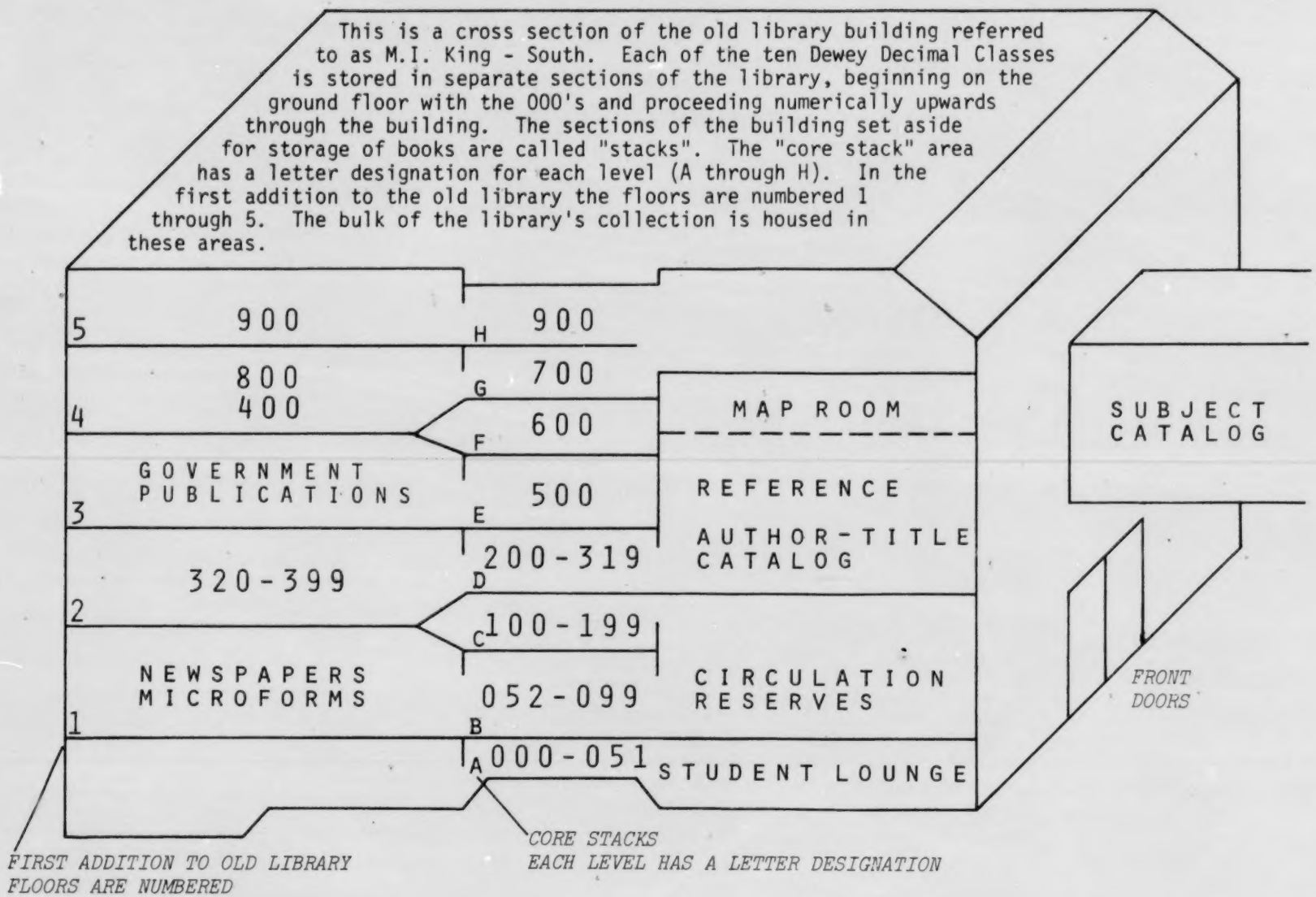
TS227.M52 1968 671.5 67–18940

Library of Congress [7]

It is by means of this number that the book is located in the library. The call number also arranges books and journals on the shelf by their subject matter. The system used in King Library, called the Dewey Decimal Classification System, divides recorded knowledge into ten broad categories.

DEWEY DECIMAL CLASSIFICATION SYSTEM

000 - 099	General Works (Bibliographies, Encyclopedias)
100 - 199	Philosophy, Psychology, Logic
200 - 299	Religion, Mythology
300 - 399	Social Sciences (Political Science, Law, Education)
400 - 499	Languages
500 - 599	Pure Sciences (Anthropology, Astronomy, Botanical Science, Chemistry, Earth Science, Mathematics, Physics)
600 - 699	Technology (Medicine, Agriculture, Home Economics)
700 - 799	The Arts (Architecture, Sculpture, Painting, Music)
800 - 899	Literature (Poetry, Drama, Fiction, Essays)
900 - 999	History, Biography, Geography, Travel


This is a cross section of the old library building referred to as M.I. King - South. Each of the ten Dewey Decimal Classes is stored in separate sections of the library, beginning on the ground floor with the 000's and proceeding numerically upwards through the building. The sections of the building set aside for storage of books are called "stacks". The "core stack" area has a letter designation for each level (A through H). In the first addition to the old library the floors are numbered 1 through 5. The bulk of the library's collection is housed in these areas.
5
900
H
900
800
400
4
G
700
F
600
MAP ROOM
SUBJECT CATALOG
GOVERNMENT PUBLICATIONS
3
E
500
REFERENCE
AUTHOR-TITLE CATALOG
320-399
D
200-319
2
C
100-199
NEWSPAPERS MICROFORMS
052-099
CIRCULATION RESERVES
FRONT DOORS
1
B
A
000-051
STUDENT LOUNGE
FIRST ADDITION TO OLD LIBRARY FLOORS ARE NUMBERED
CORE STACKS EACH LEVEL HAS A LETTER DESIGNATION

35

36

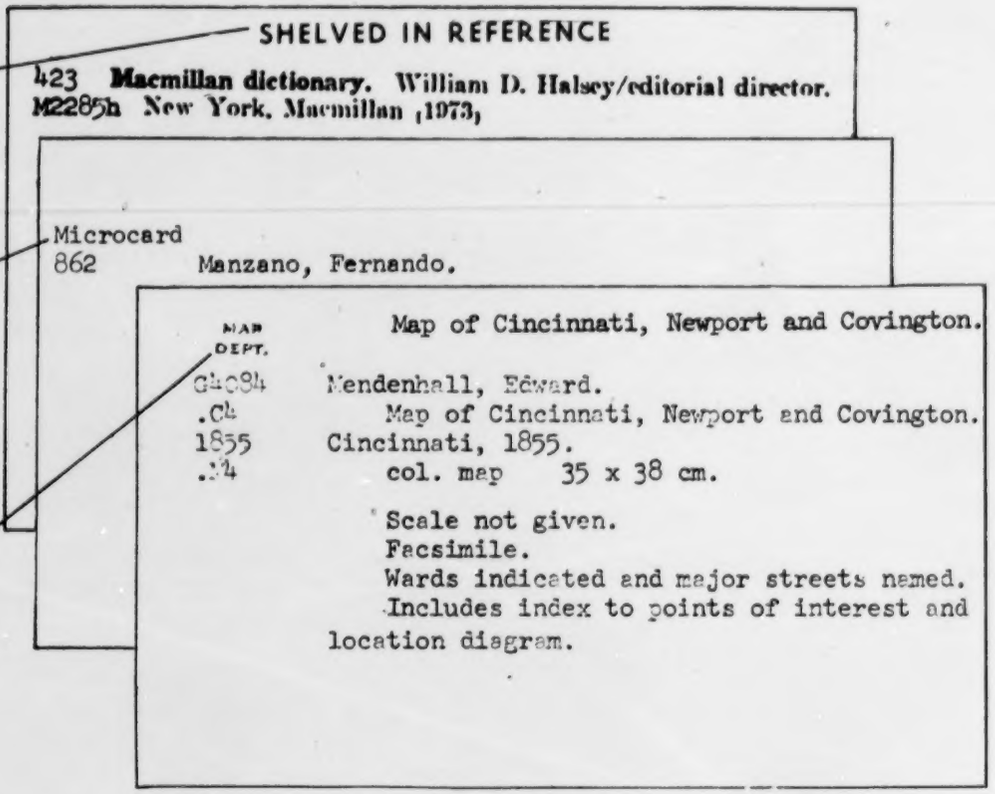
Above some call numbers is a symbol or an abbreviation designating a special area within King library where the holding is found.

SPECIAL AREAS WITHIN KING LIBRARY

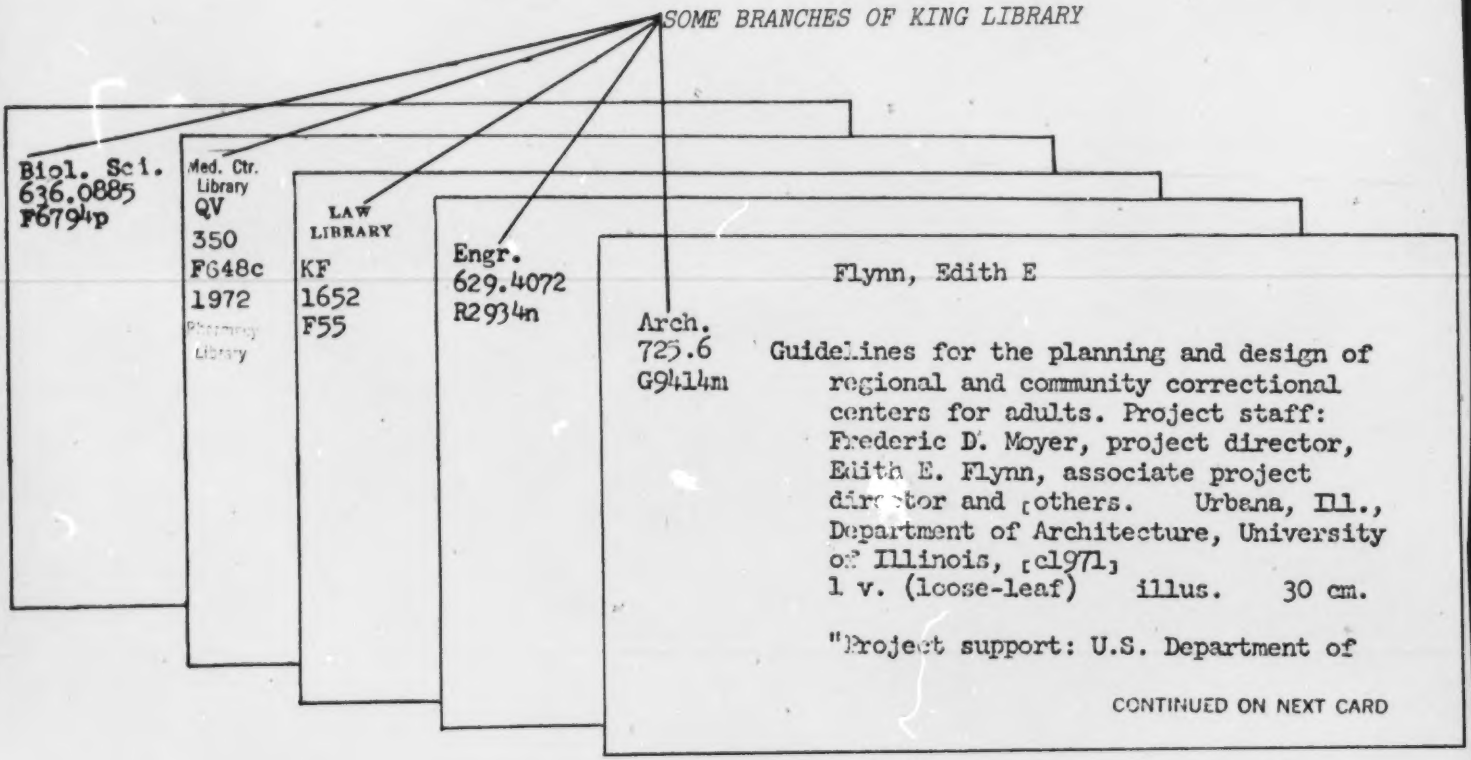
THE REFERENCE DEPARTMENT IS ADJACENT TO THE AUTHOR/TITLE CATALOG ON THE SECOND FLOOR, KING LIBRARY - SOUTH

ANY OF THE VARIOUS MICROFORMS (FILM, FICHE, OR CARD) WILL BE FOUND IN THE NEWSPAPER/MICROTEXT AREA, FIRST FLOOR ADDITION, KING LIBRARY - SOUTH

THE MAP DEPARTMENT IS IN ROOM 401, KING LIBRARY - SOUTH


SHELVED IN REFERENCE
423 Macmillan dictionary. William D. Halsey/editorial director.
M2285h New York, Macmillan ,1973,
Microcard
862 Manzano, Fernando.
MAP DEPT.
Map of Cincinnati, Newport and Covington.
G4084 Mendenhall, Edward.
.C4 Map of Cincinnati, Newport and Covington.
1855 Cincinnati, 1855.
.M4 col. map 35 x 38 cm.
Scale not given.
Facsimile.
Wards indicated and major streets named.
Includes index to points of interest and location diagram.

A special symbol or abbreviation may also designate a branch library.



The following is a list of special location symbols and the areas to which they refer.

Symbol	Location
Ag Library	N24 Agriculture Science Center
Arch Library	207 Pence
Art Library	4 King Library - North
B	Level H, King Library - South
Bay	Special Collections 111 King Library - North
Biological Sci Lib	100 Funkhouser
Browsing Room	Level G, King Library - South
Business Library	401 Commerce Building
CB	Special Collections 111 King Library - North
Chemistry Library	150 Chemistry-Physics Building
Drake	Special Collections 111 King Library _ North
Educ Library	205 Dickey
Engineering Library	355 Anderson
F	Level G, King Library - South
Film	Newspaper/Microtext 110A King Library - South
Fuson	Special Collections 111 King Library - North
Geology	100 Bowman
Graves	Special Collections 111 King Library - North
Law Library	128 Law
Lex Theol Sem	Lexington Theological Seminary Library
LTS	Lexington Theological Seminary Library
Map Dept	401 King Library - South
Math Library	OB 9 Patterson Office Tower
Med Ctr Lib	135 Medical Sciences Building
Microcard	Newspaper/Microtext 110A King Library - South
Microfiche	Newspaper/Microtext 110A King Library - South
MICP	Newspaper/Microtext 110A King Library - South
Music Library	116 Fine Arts
Periodical Room	Second floor, King Library - North
Pharmacy Library	203 Pharmacy
Physics Library	150 Chemistry-Physics Building
Pickett	Special Collections 111 King Library - North
Thesis	Level E, King Library - South
Webb Collection	Special Collections 111 King Library - North
Wilson Library	Special Collections 111 King Library - North
*	Special Collections 111 King Library - North

Questions:

10. In what call number range would you find books on:

    a) anthropology _____ e) poetry _____

    b) painting _____ f) agriculture _____

    c) geography _____ g) home economics _____

    d) psychology _____ h) music _____

11. In what call number range would you expect to find a general encyclopedia? _____

12. Given the following call numbers, in what level of the core stacks, or floor in the first addition, would you find them?

    a) 330.973 B5598n _____ d) 601 F959 _____

    b) 659.1 G286 _____ e) 599.8 N73 _____

    c) 027.5747 Un294 _____ f) 498.7 F856 _____

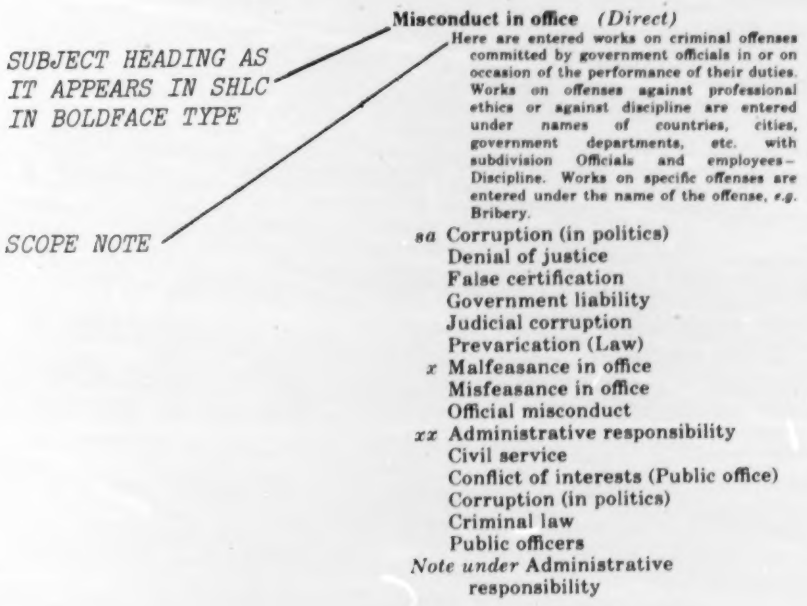
(answers to questions on page 43)

IV THE SUBJECT CARD CATALOG

Recall that one function of the tracings (described on page 16) is to refer to specific headings used in the subject catalog in order to find additional materials on the same or related subjects. The subject card catalog is a listing of the university's collection arranged alphabetically by subject. This enables users with no particular book or author in mind to find material relevant to their needs.

Before using the subject card catalog it would be helpful to know whether the user's choice of subject headings is the same or different from those used in the subject card catalog. For example, would materials dealing with arranging the interior of one's home be filed under the subject heading, interior design, interior decoration, home improvement or some other similar heading? Rather than consulting each catalog drawer to determine the correct heading, it would be easier and less time consuming to consult one convenient listing of all the headings used in the subject card catalog. A book kept near the reference desk, entitled SUBJECT HEADINGS USED IN THE DICTIONARY CATALOGS OF THE LIBRARY OF CONGRESS (SHLC), serves this function.

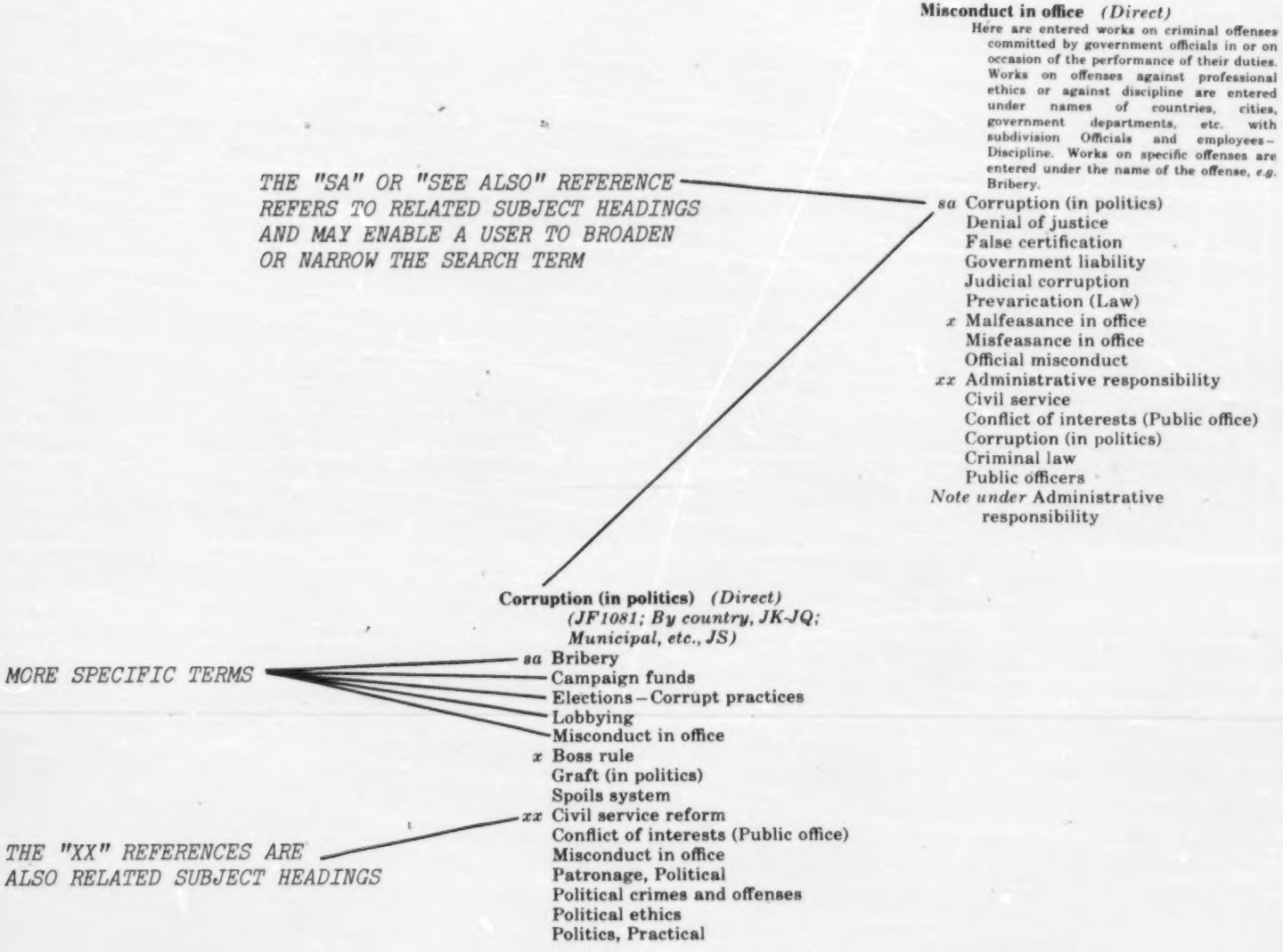
Subject headings actually used in the card catalog appear alphabetically in boldface type in SHLC.


SUBJECT HEADING AS IT APPEARS IN SHLC IN BOLDFACE TYPE
SCOPE NOTE
Misconduct in office (Direct)
Here are entered works on criminal offenses committed by government officials in or on occasion of the performance of their duties. Works on offenses against professional ethics or against discipline are entered under names of countries, cities, government departments, etc. with subdivision Officials and employees—Discipline. Works on specific offenses are entered under the name of the offense, e.g. Bribery.
sa Corruption (in politics)
Denial of justice
False certification
Government liability
Judicial corruption
Prevarication (Law)
x Malfeasance in office
Misfeasance in office
Official misconduct
xx Administrative responsibility
Civil service
Conflict of interests (Public office)
Corruption (in politics)
Criminal law
Public officers
Note under Administrative responsibility

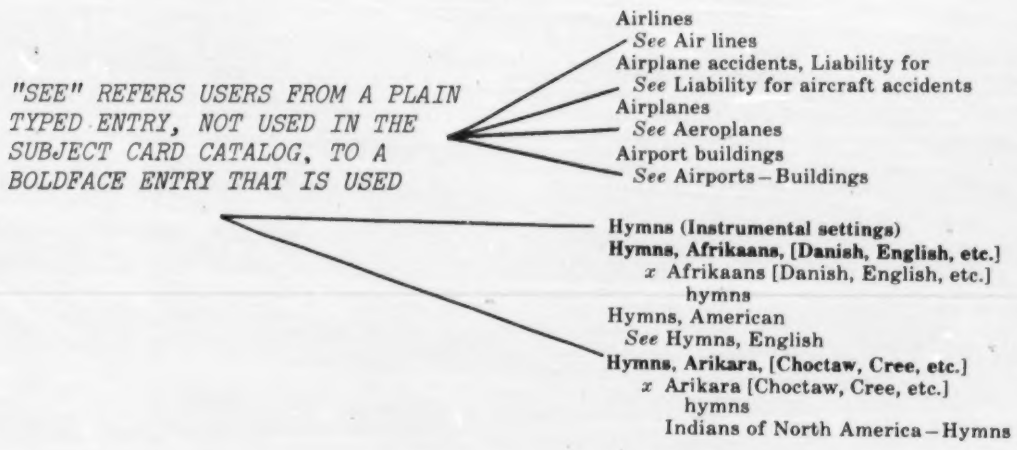
Following the subject heading there may be a scope note to specify the range of subject matter to which the heading applies. The scope note distinguishes between related headings, or states which of several meanings of the heading is the one to which its use is limited.

These handwritten additions were taken from the Guiness Book of World Records, Kane's Famous First Facts and the Lexington phone book.

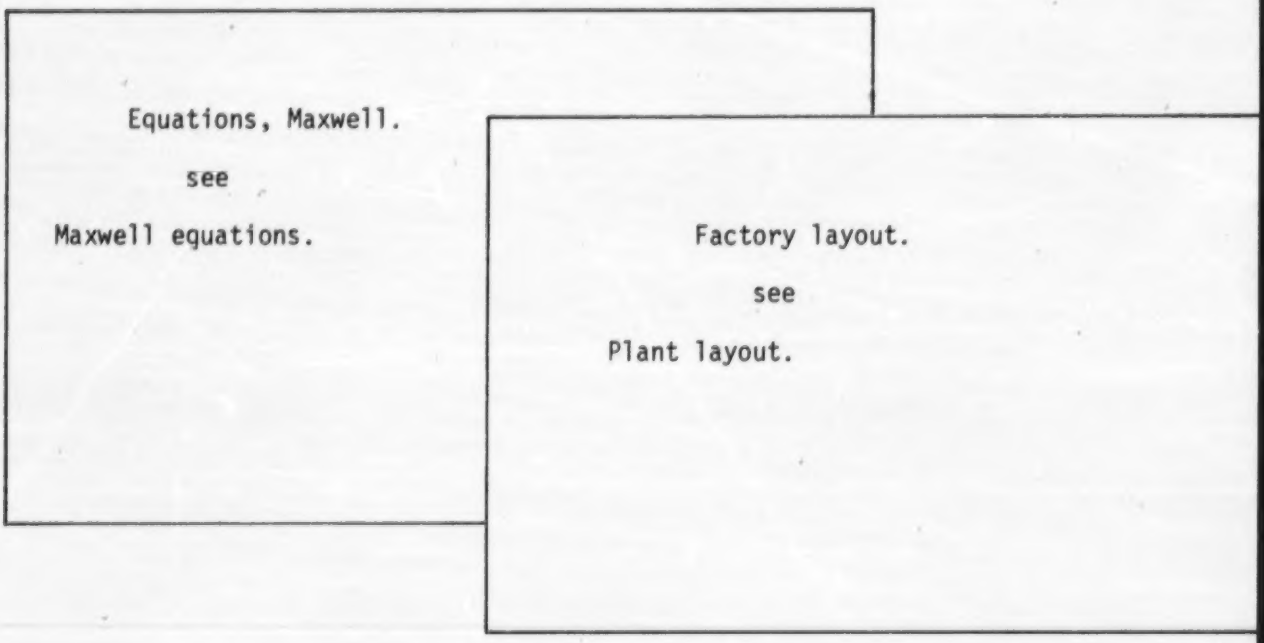
The terms listed under the heading and the scope note which are themselves actual subject headings used in the card catalog are indicated by the symbols "sa" and "xx". The distinction between the two sets of terms is important primarily to librarians who must choose the most appropriate subject under which to list newly acquired materials. What is important to the user, however, is that these terms provide, at a glance, a list of subject headings which may be a more appropriate source of materials covering the user's topic. Morever, each of these terms is listed in boldface type in its proper alphabetical location elsewhere in the book, and each may have its own list of "sa" and "xx" terms. By working with this cross-referencing system users are able to broaden or narrow their topic by selecting the most appropriate headings.


THE "SA" OR "SEE ALSO" REFERENCE REFERS TO RELATED SUBJECT HEADINGS AND MAY ENABLE A USER TO BROADEN OR NARROW THE SEARCH TERM
Misconduct in office (Direct)
Here are entered works on criminal offenses committed by government officials in or on occasion of the performance of their duties. Works on offenses against professional ethics or against discipline are entered under names of countries, cities, government departments, etc. with subdivision Officials and employees – Discipline. Works on specific offenses are entered under the name of the offense, e.g. Bribery.
sa Corruption (in politics)
Denial of justice
False certification
Government liability
Judicial corruption
Prevarication (Law)
x Malfeasance in office
Misfeasance in office
Official misconduct
xx Administrative responsibility
Civil service
Conflict of interests (Public office)
Corruption (in politics)
Criminal law
Public officers
Note under Administrative responsibility
Corruption (in politics) (Direct)
(JF1081; By country, JK-JQ; Municipal, etc., JS)
MORE SPECIFIC TERMS
sa Bribery
Campaign funds
Elections – Corrupt practices
Lobbying
Misconduct in office
x Boss rule
Graft (in politics)
Spoils system
xx Civil service reform
Conflict of interests (Public office)
Misconduct in office
Patronage, Political
Political crimes and offenses
Political ethics
Politics, Practical
THE "XX" REFERENCES ARE ALSO RELATED SUBJECT HEADINGS

Those terms not actually used in the card catalog are indicated by the symbol "x". They are also listed in their proper alphabetical location elsewhere in the book in plain type. Remember, only boldface entries are used. These terms are listed, even though not used, because they are terms that a user might think of when searching a topic. The user who first looks up one of these "x" terms will be directed quickly to the proper headings by means of a "see" reference.


"SEE" REFERS USERS FROM A PLAIN TYPED ENTRY, NOT USED IN THE SUBJECT CARD CATALOG, TO A BOLDFACE ENTRY THAT IS USED
Airlines
See Air lines
Airplane accidents, Liability for
See Liability for aircraft accidents
Airplanes
See Aeroplanes
Airport buildings
See Airports—Buildings
Hymns (Instrumental settings)
Hymns, Afrikaans, [Danish, English, etc.]
x Afrikaans [Danish, English, etc.] hymns
Hymns, American
See Hymns, English
Hymns, Arikara, [Choctaw, Cree, etc.]
x Arikara [Choctaw, Cree, etc.] hymns
Indians of North America—Hymns

Within the subject card catalog itself are found some "see" references.



the quadradic equation is

$$\frac{-b+\sqrt{b^2-4ac}}{2a}$$

Often a boldface heading will cover such a broad topic as to require further specificity. To list, for example, all the materials about potatoes simply under the general heading, "Potatoes", unnecessarily lengthens the search for materials on diseases of potatoes. To avoid this problem the general heading "Potatoes" is further divided into specific sub-topics, with such sub-topics indicated by a dash.

Potatoes *(Indirect) (Culture, SB211.P8; Economics, HD9235.P8)*
sa Cookery (Potatoes)
Potato peeling
Potato products
Seed potatoes
Example under Root-crops; Tubers; Vegetables
– Cooperative marketing
xx Potatoes – Marketing
– Disease and pest resistance
– Diseases and pests *(SB608.P8)*
sa names of diseases and pests, e.g. Potato-rot, Potato-weevil
– Drying
See Potato drying

SUBDIVISIONS UNDER POTATOES

Questions:

13. The book, SUBJECT HEADINGS USED IN THE DICTIONARY CATALOGS OF THE LIBRARY OF CONGRESS, serves as a dictionary or thesaurus to subject headings used in the subject card catalog. Identify two advantages of consulting SHLC before going to the subject card catalog.

_____

_____

14. Describe briefly or outline a procedure that you could use to find books about a topic in the subject card catalog.

_____

_____

_____

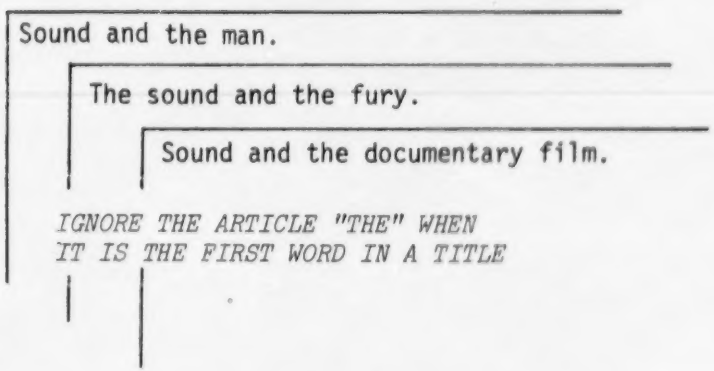
_____

(answers to questions on page 43)

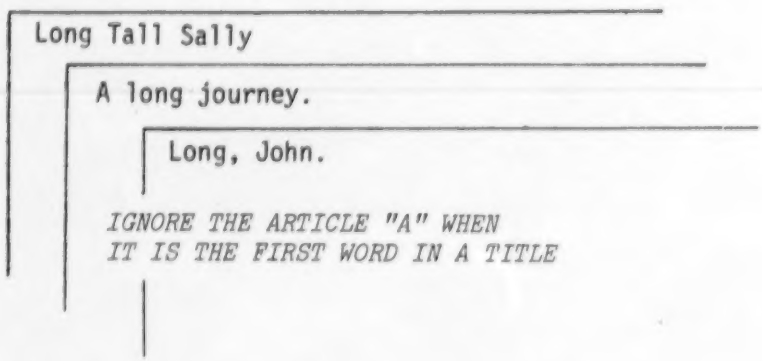
V BASIC FILING RULES

Now that the card catalogs have been described in some detail, a note concerning how the cards are filed within them is in order. A broad statement such as "the cards are filed alphabetically" does not supply enough information for accurate use of these tools. There are some basic filing rules governing these catalogs that need some explanation.

Initial articles are ignored. This means that titles beginning with A, An or The are filed according to the second word in the title and not the initial article. For example, THE SOUND AND THE FURY is filed under SOUND AND THE FURY and A LONG JOURNEY is found under LONG JOURNEY.


Sound and the man.
The sound and the fury.
Sound and the documentary film.
IGNORE THE ARTICLE "THE" WHEN
IT IS THE FIRST WORD IN A TITLE

51



52

Certain abbreviations are filed as if they are spelled out. Mr. is filed as mister, Dr. is filed as doctor, St. is filed as saint, and Mrs. is filed as mistress. Names beginning with Mc, M', and Mac are filed as Mac.

MR. FILED AS MISTER

Mr. Jonathan Wilde.
Mister Johnson.
Mister Jelly Roll.
Mr. Jefferson's Declaration.

The doctor makes a choice.
Dr. McElrath's Murray.
Dr. Mabuse.
Doctor Luke of the Labrador.

DR. FILED AS DOCTOR

M' AND Mc ARE FILED UNDER MAC

M'Kendrick, John Gray, 1841-
McKell, C. M.
Mackeldey, Ferdinand, 1784-1834.
Mckeithan, Daniel Morley, 1902-

St. Helena.
Saint Guido.
St. Gregory's Priory.
Saint Gregory's guest.

ST. BECOMES SAINT IN THE CARD CATALOG

Numbers are filed generally as they are pronounced. The same number may be pronounced differently according to the context in which it appears. The number 112, by itself, is usually pronounced one hundred twelve. But the same number as part of an address--112 Elm Street--is usually pronounced, one twelve Elm Street. Dates are similar to address numbers. The title 1984, for example, is filed under Nineteen eighty-four and not nineteen hundred and eighty-four, or one thousand nine hundred and eighty-four. Similiarly, 1066, a well known date, would be spelled and filed as ten sixty-six.

Nineteen thirty-nine.

1984.

Nineteen diamonds.

The nineteen days.

The ten principal Upanishads.

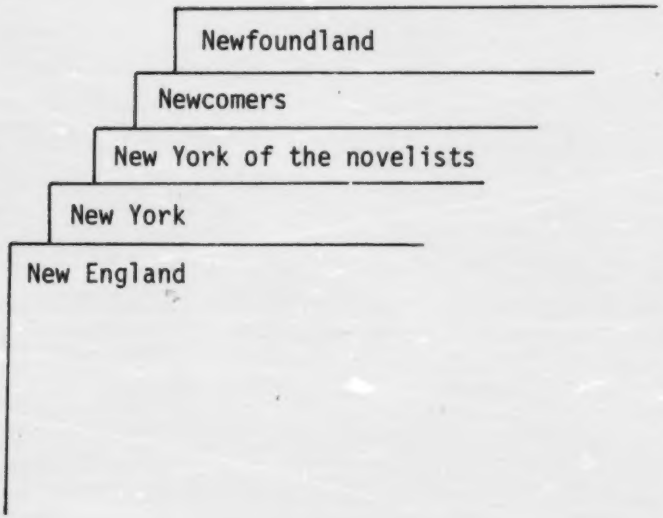
10 poems for 10 poets.

Ten poems analysed.

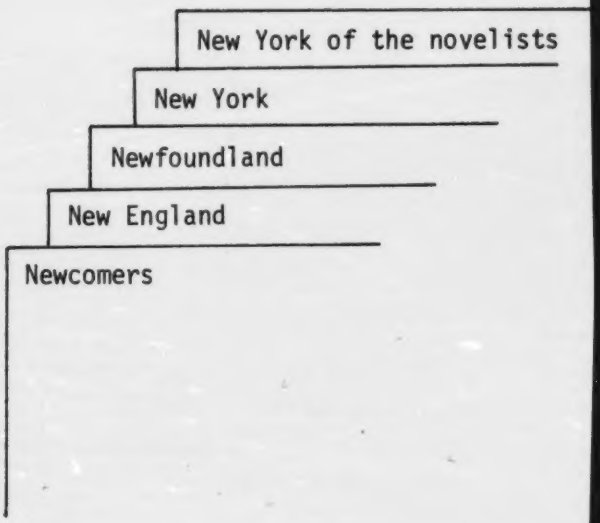
Ten nights in a bar-room.

The alphabetical arrangement of the card catalog is word-by-word rather than letter-by-letter.

RIGHT



WRONG



The first president to travel underwater in a captured enemy submarine was Harry S. Truman, on 21 Nov. 1946.

In the case of individual authors with the same last name a specific order is followed. As was stated in section 1, an author's name is written in full, followed by birth and death dates, when all of that information is available. Many times, however, all of that information is not available. The last name, the last name with a birth date or the last name with an initial, may be all that is available. In practice, the first entry under a name--Jones, for instance-- is the name alone. Next comes the name Jones with dates (in chronological order). This is followed by Jones with an initial which is followed by Jones with the complete information.

Jones, Alfred Earl 1903-1969

Jones, A.

Jones, 1920-1972

Jones, 1914-

Jones

Questions:

15. According to the filing rules previously mentioned, what is the correct alphabetical order for the following?

St. Steven _____

Seventeen _____

7 Minutes _____

South America _____

The Submarine _____

(answers to questions on page 43)

Unit I of THE TAMING OF THE DINOSAUR is now complete. It has been a presentation of the basic aspects of library usage. What follows are more involved methods of research. While application of these additional tools will lead you deeper into the materials available to you in your research, mastery of their methods will be easier. Using what you have learned in Unit I as building blocks, the rest follows naturally. Unit II covers newspapers and periodicals and their access through indexes. Keep the general principles of Unit I in mind as you progress for they are applicable to all phases of library usage.

Answers to questions: I

1. Author/title card catalog
   Subject card catalog

2. Author/title card catalog indexes the books, periodicals, newspapers, microforms and records alphabetically by author and title.
   Subject card catalog lists the library's collection alphabetically by subject.

3. Author card
   Title card
   One or more subject cards

4.

Federal agency	U.S. Commission on Population Growth and the American Future.
International agency	United Nations.
State agency	Kentucky. State Racing Commission.
Corporation	Xerox Corporation. General Electric Company.

Answers to questions: II

5. The body of the card, the first part being the title statement.

6. Publisher, place of publication and the date.

7. Several items about a book may be noted in the descriptive section:
   Number of pages in the book.
   Indication that illustrations, facsimilies, portraits or maps are included in the book.
   if bibliographies are included in the book.
   Sometimes the contents of the book are listed.
   Other sources where the book may have been published.

8. The tracings preceded by an Arabic number indicate the subject heading in the subject card catalog under which the book (and related books) can be found.

9. Tracings preceded by Roman numerals indicate entries on cards in addition to the main or author entry found in the author/title catalog.

Answers to questions: III

10. a) 500 - 599 b) 700 - 799 c) 900 - 999 d) 100 - 199
    e) 800 - 899 f) 600 - 699 g) 600 - 699 h) 700 - 799

11. 000 - 099

12. a) 2d floor addition b) level F in the core stacks
    c) level B in the core stacks d) level F in the core stacks
    e) level E in the core stacks f) 3rd floor addition

Answers to questions: IV

13. It is easier and less time consuming to consult one listing of all the headings used in the subject card catalog.

    The cards in the subject card catalog represent only items that the library has. If after consulting the SHLC list the user does not find the subject heading in the subject catalog, then he can conclude that the library does not have any material on his or her subject.

    By using the "sa" or "see also" references, the user can arrive at the exact and proper subject heading that will give the most useful material.

14. A. Define your topic in a statement.
    B. Make a list of all the possible subject headings that you can think of.
    C. Consult SHLC to determine if your list of subject headings matches those used in the subject card catalog.
    D. Examine each card in the subject catalog under your subject and determine from the descriptive information on the card whether you want to consult that book.
    E. Copy from the catalog card all of the relevant information needed for a bibliograpgy.
    F. Copy the call number and any special location designation.

Answers to questions: V

15. St. Steven, 7 Minutes, Seventeen, South America, The Submarine.